

IMA-EURO Direct Report Garrison Validation Checklist HR - Local National (LN) Employees

Special Title/Subject Activity: Local National Personnel Appropriated and Nonappropriated Fund Employees (only applies if the transition of indirect to direct support Garrison involves a RIF or a downsizing/rightsizing initiative)	Date:		
	Location:		
Functional Area	Overall Rating:		
	Green	Amber	Red
1.0 Personnel			
1.1 Have Labor Representatives been informed IAW pertinent laws regulations and the Army in Europe HN notification procedures? (can be IMCOM-EURO HQ action, USAREUR CPD or Garrison action with IMA-EURO oversight depending on level where decision is taken)			
1.2 Have general notices been issued to employees informing them of the planned organizational measure?			
1.3 Has input been provided to the Civilian Personnel Directorate (CPD) regarding the Organizational Measure that must be submitted to the Head Works Council (HWC), if the decision to close/right size/downsize was made above the IMA-EURO level?			
1.4 Has the Information Package on the Organizational Change been provided to the Head Representative for Severely Handicapped Employees (HSHE-Rep)? (can be IMCOM-EURO HQ action, USAREUR CPD or Garrison action with IMA-EURO oversight depending on level where decision is taken)			
1.5 Are Town Hall Meetings scheduled with the workforce and are Personnel Assemblies scheduled in all affected locations of the organization? (Usually a Garrison mission with IMCOM-EURO HQ oversight , but sometimes an IMCOM-EURO HQ mission.)			
1.6 Have the following services been scheduled: <ul style="list-style-type: none"> - Conduct LN placement/outplacement counseling? - Address individuals' personal profile, training needs, possible future utilization in other organizations? - Conduct counseling in conjunction with the Works Councils? 			
1.7 Are the following actions being coordinated with CPD: <ul style="list-style-type: none"> - Oversee, initiate, coordinate, effect LN employee placements, training, reassignments? - Solicit State assistance for using outplacement contractor, contract for outplacement counselor? - Establish round table (Management/Works Council, Labor Office, State Gvt, CPD, CPAC)? 			
1.8 Has HQ USAREUR (G-1 CPD) been notified of number of employees potentially affected by this organizational measure by category and tenure group?			
1.9 Are individual Employee Briefings being conducted?			
1.10 Has CPD informed the German Federal Ministry of Finance and has a request gone forward for the payment of Transition Pay (TASS) recognition?			
1.11 Has the CHRA LN RIF team preparation for the LN Social Selection (Retention Register) started: <ul style="list-style-type: none"> - ADC Data? - Print social questionnaires? - Inform Labor Offices? 			

- Mail social questionnaires?			
1.12 Was the LN Social Data recorded by the LN RIF Team?			
1.13 Did coordination with Resource Management take place to identify all abolished positions?			
1.14 Have RPAs (Abolishments, Mass Changes, Requests for Reassignments, etc.) been submitted?			
1.15 Is the LN Social Selection (Retention Register) completed?			
1.16 Have LN Annulment Contract offers been extended and has CPD announced a program for "Enhanced Conditions for Buyouts"?			
1.17 Has the Works Council Cooperation (local/district/HWC) on all personnel actions been initiated? (This takes place at Garrison, District and USAREUR/IMCOM-EURO HQ level.)			
1.18 Has the total Works Council Cooperation measure on individual actions (local/district/HWC) been completed and has a final decision on the measure been granted by the CG USAREUR? (This takes place at Garrison, District and USAREUR/IMCOM-EURO HQ level.)			
1.19 Have Termination Notices been issued?			
1.20 Are we continuing the employee counseling efforts?			
1.21 Is the CPOC beginning the processing of personnel actions?			
1.22 Has the Effective date of the Termination notices been established on RPAs?			
1.23 Are Personnel Actions being completed for this measure?			

Inspector's Name, Signature, Position, Grade/Rank:

Remarks:

Black font denotes substantive actions to be taken by IMCOM-EURO HQ.

Blue font denotes procedural checks to be performed by IMCOM-EURO HQ.